



20 MANAGEMENT REPORTS

The “Management Reports” option will return data from the entire registry, and therefore are not limited to servicing a specific IRMS or Facility. It is very important for you to set limitations on the reports to avoid returning unreasonably large results that require a longer length of time to generate.

Note: If the mapping module is being used, a map can be created in lieu of creating a report; however, the report must be run first.

Some of these reports can take a while to run, so use your judgement when running the report immediately versus using the **SCHEDULER**.

1. From the **REPORTS** menu, point and click on the **MGMT REPORTS** option. The "Management Reports Module" window appears.



Figure 20-1: Management Reports Menu List

Management Reports	
Management reports return data from the entire registry, and are therefore not limited to servicing RMS or Facility.	
Therefore, it is important that the user put limitations on these reports to avoid returning unreasonably large results.	
Management Reports	
Pocket of Need	
Total Patients by Age Group	Schedule
Total Patients by Provider	Schedule
General Loading and Deduplication Statistics	Schedule
Doses Administered by Antigen and Age	Schedule
Birth Statistics	Schedule
Coverage by Vaccine	Schedule

2. Determine the method to run the report:
 - To **RUN** the report **immediately**, click on the name of the report, referred to as a hyperlink. Continue to the section titled the same as the report.
 - To **SCHEDULE** the report, click on the SCHEDULE button. The “Scheduler” window appears. Continue to the section titled, “Using the Scheduler.”

Note: A **SCHEDULE** button does not appear for the “Pocket of Need” report since it includes the various “User Defined Pocket Of Needs” reports; however, there is a **SCHEDULE** action/icon within the “Pocket of Need” report. Click on the report title, select the criteria, and then use the **SCHEDULE** action icon to schedule the various reports.

USING THE SCHEDULER WINDOW

To access and use the “Scheduler” window, perform the following:

1. After clicking on the **SCHEDULE** button, the “Schedule” window appears for the report.



Figure 20-2: Scheduler Window

If any reports were previously scheduled, they would be listed here.

Logged in: TEST REGISTRY CLIENT Date: November 1, 2005

Scheduler

Select Schedule Parameters

Run now: ☐ (Report will run now and will **not** be scheduled for additional runs)

Minute: :00

Hour: 7 A.M.

Day of Month:

Month:

Day of Week:

Select the IRMSs, facilities, and enter email addresses the report should be sent to.

IRMS:
Select an IRMS
CLIENT_SERVER_INTERNAL_IRMS_ID
PCIC_SOURCE
TESTING_IRMS100
TESTING_IRMS200
TESTING_IRMS300

Facility:
Select a Facility
ALPHA
BETA
GAMMA

Please add email addresses separated by commas.

Back Schedule

- The fields and their descriptions are listed in the table.

Table 20-1: Scheduler Field Descriptions

FIELD	DESCRIPTION
SCHEDULER	
SCHEDULE / NEXT RUN TIME	If there are any reports currently scheduled, they will be listed in this area indicating the report name and the time and day the report will be run the next time.
SELECT SCHEDULE PARAMETERS	
RUN NOW (CHECKBOX)	If this box is checked, the report will immediately run and not be added to the schedule. It will not change the schedule if it currently is on the Schedule.



FIELD	DESCRIPTION
MINUTES	The minutes that can be chosen are in five-minute intervals and will be used with the Hours field to indicate the "kick off" time for the report to run. Click on the drop-down arrow and point and click to make a selection. 00 is the default.
HOURS	The hours are an hour apart and will be used with the Minutes field to indicate the "kick off" time for the report to run. Click on the drop-down arrow and point and click to make a selection. 12 AM is the default.
DAY OF MONTH	Specific day of the month the report should run. If a blank appears, the report will run EVERY DAY. Click on the drop-down arrow and point and click to make a selection. Blank (or every day) is the default.
MONTH	Specific month the report should run. If a blank appears, the report will run EVERY MONTH. Click on the drop-down arrow and point and click to make a selection. BLANK (or every month) is the default.
DAY OF WEEK	Specific day of week the report should run. If a blank appears, the report will run EVERY DAY. Click on the drop-down arrow and point and click to make a selection. BLANK (or every day) is the default).
SELECT IRMSS, FACILITIES, AND ENTER EMAIL ADDRESSES THE REPORT SHOULD BE SENT TO	
IRMS	Permits you to select specific IRMSs. Click on the drop-down arrow and point and click to make a selection.
FACILITY	Permits you to select specific Facilities. Click on the drop-down arrow and point and click to make a selection.
EMAIL ADDRESS(ES)	Permits you to type the email addresses of the person(s) who are to receive the report. If more than one person is going to get the report, separate each email address with a comma.

3. After filling out the necessary fields, click one of the buttons:



- **SCHEDULE** – to add the report to the schedule. The "Management Reports" window re-appears.
- **BACK** – returns to the “Management Reports” window without adding the report to the Schedule.

POCKET OF NEED

Note: As of version 3.0P, this report includes the various “User Defined Pocket of Need” reports.

The Pocket of Need Report is used to isolate immunization series within specific age groups and provide a total. Additionally, it will list the total number of births, percentages for those that are “one dose away,” “complete,” and “under-immunized.” The totals can be grouped by the following: District/Region (if your state uses them), County/Parish, Zip Code, Facility, and School.

1. Point and click the name—click on the **POCKET OF NEED** report title. The “Pocket of Need Search” window appears.

Figure 20-3: Pocket of Need Search Criteria

The screenshot shows a window titled "Pocket of Need Report Search". Inside, there's a section labeled "Select IRMS/Facility". It contains three radio buttons: "IRMS", "Facility", and "Do Not Limit". To the right of each radio button is a dropdown menu. The "IRMS" dropdown shows "--select-" and the "Facility" dropdown also shows "--select-". At the bottom of the window, there are three buttons: "Back", "Clear", and "Search".

2. The fields and their descriptions are listed in the table:

Table 20-2: Pocket of Need Report Search Criteria Field Descriptions

FIELD	DESCRIPTION
IRMS	Click the drop-down menu arrow to view/select a valid IRMS.
FACILITY / DO NOT LIMIT	Click the drop-down menu arrow to view/select a valid Facility or leave the Do Not Limit radio button chosen.































3. Click on of the available buttons:
 - **BACK** – to not continue with the report submittal and return to the “Management Reports” list.



- **CLEAR** – to erase any newly selected entries and remain on the window to re-select entries.
- **SEARCH** – to search for the entered report data. The “Search Criteria/Current Pocket of Needs Reports” window appears.

Figure 20-4: Search Criteria/Current Pocket of Need Reports



Search Criteria		
IRMS:	All	
Facility:	All	

Current Pocket Of Need Reports		
Action	User	Report Name (select to view map)
    	STARTINGADMIN	Ages 12-23 months: 4 DTP, 3 Polio, 1 MMR, 1 Varicella, 1 Hib, 3 HepB
    	STARTINGADMIN	Ages 12-23 months: 4 DTP, 3 Polio, 1 MMR
    	STARTINGADMIN	Ages 24-35 months: 4 DTP, 3 Polio, 1 MMR
    	STARTINGADMIN	Age 5: 4 DTP, 3 Polio, 1 MMR, 1 Varicella, 1 Hib, 3 HepB
    	STARTINGADMIN	Ages 12-23 months: 4 DTP, 3 Polio, 1 MMR, 1 Dose Away
    	STARTINGADMIN	Ages 24-35 months: 4 DTP, 3 Polio, 1 MMR, 1 Dose Away




Add New Design	Back to Search
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- The fields/columns are listed in the table.

Table 20-3: Current Pocket of Need Reports Field/Column Descriptions

FIELD	DESCRIPTION
SEARCH CRITERIA	
IRMS / FACILITY	Displays what you selected from the previous window.
CURRENT POCKET OF NEEDS REPORTS	
ACTION (ICONS)  EDIT REPORT  COPY REPORT	The following icons are available to perform specific actions per report: <ul style="list-style-type: none"> • EDIT REPORT – Displays the specific report's criteria/report limitations/selections window. Continue to the specific report's title for instructions. • COPY REPORT – Displays an exact copy of the report's criteria/report limitations/selections window so that you can make changes and save the changes with a new name.



FIELD		DESCRIPTION
	DELETE REPORT	<ul style="list-style-type: none">• DELETE REPORT – will display the report's summary criteria in a new window providing the option to delete the report from the "Current Pocket of Needs" list.
	RUN REPORT	<ul style="list-style-type: none">• RUN REPORT – will submit the report criteria and display the report in a new browser window.
	SCHEDULE REPORT	<ul style="list-style-type: none">• SCHEDULE REPORT – will display the "Scheduler" window to set up the report into the Scheduler.
USER		Name of the user that set up the report.
REPORT NAME (SELECT TO VIEW MAP)		<p>Lists each of the available reports that can be displayed in a "map" view.</p> <p>Note: You must RUN the REPORT before a map can be viewed.</p>

Note: You must **RUN** the report before displaying or viewing the map.

5. The available buttons, excluding the "Action Icons" are:
 - **BACK TO SEARCH** – returns to the "Pocket of Need Report Search" window.
 - **ADD NEW DESIGN** – displays a blank "User Defined Pocket of Need Report" window for you to enter your own report search criteria. Continue to the section titled, "Adding a New Design."
6. Click the **RUN REPORT** icon on the row of the desired report. The report will display in a new browser window.
 - You can print the report using the browser's **PRINT** options.



Figure 20-5: Sample – Pocket of Need Report

Immunization Status of Children 12 - 23 Months of Age as of 03/31/ 2003 for the Immunization Series Consisting of 4 DTP, 3 Polio, 1 MMR							
Pocket of Need							
Report Criteria				Report Date: July 28, 2003			
Report Year: 2003							
State: LA		View By:		District			
Under-immunized for the Immunization Series							
District	Total Births	As of 3/31		As of 6/30 ¹		As of 12/31 ²	
		Total	% of Births	Total	% of Births	Total	% of Births
UNKNOWN DISTRICT	214	214	100.0				
TOTAL	214	214	100.0				
¹ Results for 6/30 will be available after 8/30.							
² Results for 12/31 will be available after 2/28.							

- Close the Browser window when finished with the report via the **X** in the upper right corner of the window or the **FILE | CLOSE** option. The “Current Pocket of Need Reports” window reappears.
7. To view the report’s map, click the report’s title. The report’s title is a hyperlink that will display the “Generated Map Data” window.

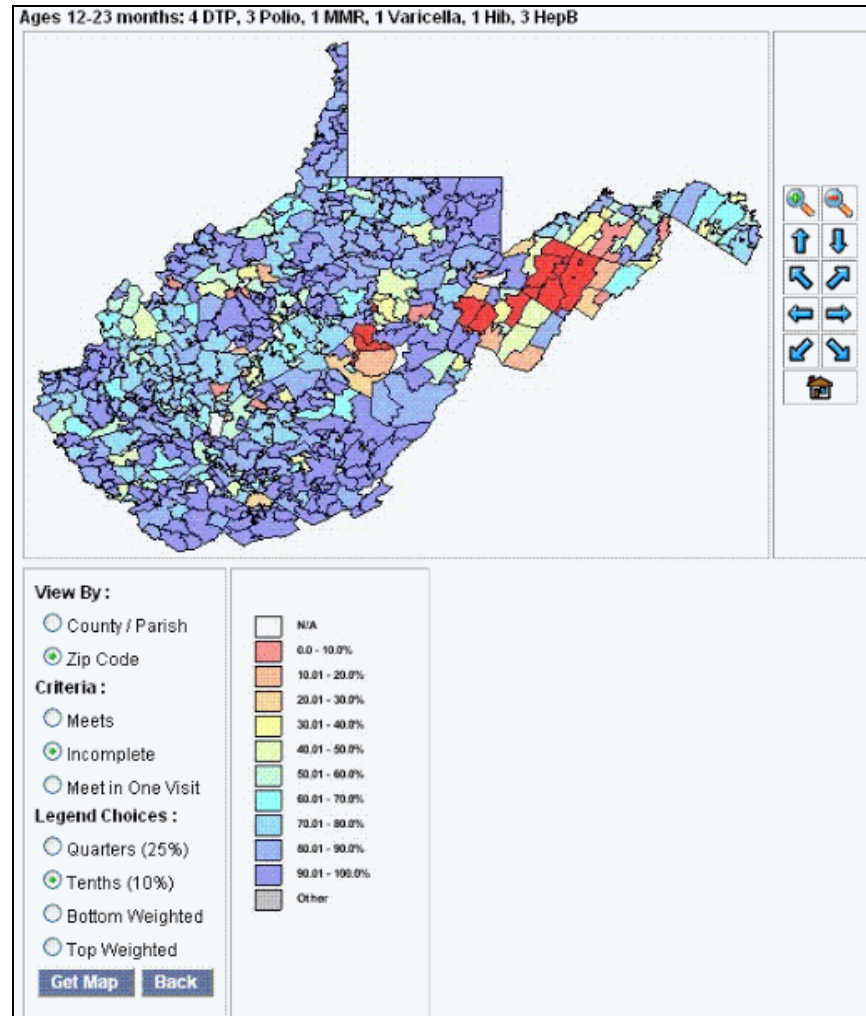
Figure 20-6: Generated Map Data

Generated Map Data		
	Report Name	Generation Date
View Map	Ages 12-23 months: 4 DTP, 3 Polio, 1 MMR, 1 Varicella, 1 Hib, 3 HepB	NOV 01, 2005 11:13:44
		Back

8. Click one of the available buttons:
- **BACK** – to return to the “Search Criteria/Current Pocket of Needs Reports” window.
 - **VIEW MAP** – to display the report criteria via a map.



Figure 20-7: Sample—Ages 12-23 months

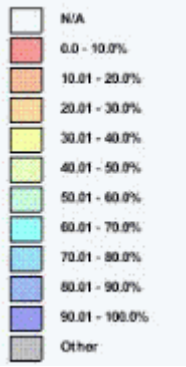


9. The map options and navigation tools are listed in the table.












Table 20-4: Map Options and Navigation Tools

OPTION	DESCRIPTION
MAP OPTIONS	
VIEW BY:	Rearranges/regroups the report by the options selected. The choices are: <ul style="list-style-type: none"> District/Region – if your state uses this field, this option will regroup the map data by district/region. County/Parish – rearranges the report



OPTION	DESCRIPTION
	<p>data by County or Parish.</p> <ul style="list-style-type: none"> Zip Code – rearranges the report data by zip code.
CRITERIA	<p>Rearranges the report data by the criteria chosen:</p> <ul style="list-style-type: none"> Meets – the percent of children who have met the number of shots as defined in the report. Incomplete – the percent of children who do not meet the number of shots in the report (the inverse of Meets). Meet in One Visit – the percentage of children who can be complete with only a single trip to a vaccinator.
LEGEND CHOICES	<p>Rearranges the report data by the choices selected:</p> <ul style="list-style-type: none"> Quarters (25%) – displays groupings of 25 (0-25, 26-50, 51-75, 76-100, etc.) Tenths (10%) – displays groupings of 10 (0-10, 11-20, 21-30, 31-40, etc.) Bottom Weighted – displays groupings of 50 for 10 groups. Top Weighted – displays groupings of 5 for 10 groups.
COLOR LEGEND  <p> N/A 0.0 - 10.0% 10.01 - 20.0% 20.01 - 30.0% 30.01 - 40.0% 40.01 - 50.0% 50.01 - 60.0% 60.01 - 70.0% 70.01 - 80.0% 80.01 - 90.0% 90.01 - 100.0% Other </p>	<p>Displays different percentages of the “pockets of need” with a specific color.</p>
GET MAP BUTTON	<p>Redisplays the map using your new map options.</p>



OPTION	DESCRIPTION
BACK BUTTON	Returns to the "Generated Map Data" window without redisplaying the map.
MAP NAVIGATION TOOLS	
ZOOM IN 	The zoom in tool decreases the view of the map to a more precise location.
ZOOM OUT 	The zoom out tool increases the view of the map to a broader location.
UP 	Repositions the map's view to view the upper portion of the map.
DOWN 	Repositions the map's view to view the lower portion of the map.
LEFT-UPPER 	Repositions the map's view to view the left upper corner.
RIGHT-UPPER 	Repositions the map's view to view the right upper corner.
LEFT-MIDDLE 	Repositions the map's view to view the left middle portion of the map.
RIGHT-MIDDLE 	Repositions the map's view to view the right middle portion of the map.
LEFT-LOWER 	Repositions the map's view to view the left lower corner.
RIGHT-LOWER 	Repositions the map's view to view the right lower corner.
HOME 	Repositions the map's view to the original full extent view.



10. Click one of the available buttons:
 - **RESET** – to erase any "newly" made choices.
 - **CREATE MAP** – Invokes the Enhanced Mapping Module, if in use, and creates the map.
 - **CREATE REPORT** – Displays the report in an additional browser window providing the option to print. Assuming you clicked **CREATE REPORT**, the report displays similar to the one shown.

ADDING A NEW DESIGN

The “Add New Design” button appears on the “Search Criteria/Current Pocket of Need Reports” window. It is used to define your own custom report.

1. From the “Search Criteria/Current Pocket of Need Reports” window, click the **ADD NEW DESIGN** button. The “User Defined Pocket of Need Report” (blank) criteria window appears.



Figure 20-8: User Defined Pocket of Need Report Criteria

User Defined Pocket of Need Report	
Specify Report Name	
Report Name	<input type="text"/>
Specify Age Range	
Age Range	<input type="text" value="0"/> Months to <input type="text" value="11"/> Months
Age as of Date (Today's date if left blank)	
<input type="text"/>	
Select Vaccines and Number of Shots	
<input type="checkbox"/> DTaP/DT/Td	<input type="text"/> Shots
<input type="checkbox"/> HEP-A	<input type="text"/> Shots
<input type="checkbox"/> HEP-B 2 DOSE	<input type="text"/> Shots
<input type="checkbox"/> HEP-B 3 DOSE	<input type="text"/> Shots
<input type="checkbox"/> HIB	<input type="text"/> Shots
<input type="checkbox"/> MMR	<input type="text"/> Shots
<input type="checkbox"/> PNEUMO (PCV7)	<input type="text"/> Shots
<input type="checkbox"/> POLIO	<input type="text"/> Shots
<input type="checkbox"/> VARICELLA	<input type="text"/> Shots
<input type="checkbox"/> ANY VACCINE	<input type="text"/> Shots
Limit Report By	
Patient Status	<input checked="" type="radio"/> Active Only <input type="radio"/> Inactive Only <input type="radio"/> All
<input type="checkbox"/> Patient Race	<div>White Black or African American Asian American Indian or Alaska Native</div>
<input type="checkbox"/> District/Region	<input type="text"/>
<input type="checkbox"/> County/Parish	--select--
<input type="checkbox"/> ZIP Code	<input type="text"/>
<input type="checkbox"/> IRMS	--select--
<input type="radio"/> Facility	--select--
<input checked="" type="radio"/> Do Not Limit	
<input type="checkbox"/> School	<input type="text"/> Click to select
View By	
<input type="radio"/> District/Region	
<input type="radio"/> County/Parish	
<input type="radio"/> ZIP Code	
<input type="radio"/> Facility	
<input type="radio"/> School	
Display Report Columns	
<input type="checkbox"/> One Dose Away	
<input type="checkbox"/> Under Immunized	
<input type="checkbox"/> Meets	
<div>Back Reset Save Report</div>	

2. The fields and their descriptions are listed in the table.



Table 20-5: User Defined Pocket of Need Field Descriptions

FIELD	DESCRIPTION
SPECIFY REPORT NAME	
REPORT NAME	In the field provided, type the name of the report.
SPECIFY AGE RANGE	
AGE RANGE	Type the "FROM" and "TO" dates in the fields provided.
AGE AS OF DATE (TODAYS DATE IF LEFT BLANK)	Type the date for the age to date. This date will default to today's date if left blank.
SELECT VACCINES AND NUMBER OF SHOTS	
SHOTS	Type the number of shots in the SHOTS column. The checkbox for the vaccine will automatically be selected/checked.
LIMIT REPORT BY	
PATIENT STATUS	<p>To limit the report by Patient Status, click one of the radio buttons:</p> <ul style="list-style-type: none"> • Active Only – Displays the report for active patients only. • Inactive Only – Displays the report for Inactive patients only. • All – Displays the report for All patients.
PATIENT RACE	<p>To limit the report by Patient Race, click all that apply. Click the up/down scroll bars to view all the races. You may type the first letter of the word and the highlighter will position on the first occurrence. To locate the next occurrence, type the letter again. To select:</p> <ul style="list-style-type: none"> • A sequential list, highlight the first option of the list, click the left mouse button, move the cursor to the last option, hold down the SHIFT key, and click the left mouse button again. • A list not in sequence, highlight the first option, click the left mouse button, move the cursor to the next option, hold down the CTRL key, and click the left mouse button again.



FIELD	DESCRIPTION
DISTRICT/REGION	To limit the report by District or Region, type it in the field provided. The checkbox will automatically be selected.
COUNTY/PARISH	To limit the report by County or Parish, click the drop-down menu arrow to view/select a valid choice. The checkbox will automatically be selected.
ZIP CODE	To limit the report by Zip Code, type it in the field provided. The checkbox will automatically be selected.
IRMS	To limit the report by IRMS, click the drop-down menu arrow to view/select a valid choice. The checkbox will automatically be selected.
FACILITY / DO NOT LIMIT	To limit the report by Facility, click the drop-down menu arrow to view/select a valid choice. The radio button will automatically be selected. If you do not desire to limit the report by facility, leave the Do Not Limit radio button selected.
SCHOOL	To limit the report by School, click the "Click to select" hyperlink. The "Select School" window appears. Run a search to locate the desired school. Schools can be PRIVATE, PUBLIC, or BOTH. Type the name of the school or what you remember of the name, click on the BEGINS WITH or CONTAINS radio button, and then click the SEARCH button. The results will appear at the bottom of the window. Click the SELECT button to the left of your choice. After you make a selection, you will return to the "User Defined Pocket of Need Report" window with the school name imbedded into the field.
VIEW BY	
DISTRICT/REGION COUNTY/PARISH ZIP CODE FACILITY SCHOOL	The "View By" option will group the report data for the option chosen. Click one of the radio buttons to make a selection.
DISPLAY REPORT COLUMNS	
ONE DOSE AWAY UNDER	Displays the reports data for the column(s) chosen. Patients that are one dose away, under-



FIELD	DESCRIPTION
IMMUNIZED	immunized, or meets the requirement.
MEETS	

3. Click the desired options for the report by typing/select data for the fields.
4. Click one of the available buttons:
 - **RESET** – to erase any “newly” made choices and remain on the same window.
 - **BACK** – to return to the “Search Criteria/Current Pocket of Need Reports” window without saving the report.
 - **SAVE REPORT** – Saves the report with the name you entered and returns to the “Search Criteria/Current Pocket of Need Reports” window with the newly saved report.

Note: The report will display "Undefined" when shots were given to patients without a county being defined for the patient.

TOTAL PATIENTS BY AGE GROUP

This report immediately displays and reveals one year's worth of data in quarterly columns containing total patients, percentage, and the average number of vaccinations per age group.

1. Click the name of the report to immediately run the report or click the **SCHEDULE** button.
 - If you are scheduling the report, continue to the section titled, “Using the Scheduler.”
 - If you are running the report, the report immediately appears in a separate browser window.



Figure 20-9: Total Patients by Age Group - Sample

Total Patients by Age Group																
Report Criteria										Report Date: July 28, 2003						
Report Year: 2003																
County	Age	12/31/2002			03/31/2003			06/30/2003			09/30/2003			12/31/2003		
		Total Patients	%	Avg Vacce	Total Patients	%	Avg Vacce	Total Patients	%	Avg Vacce	Total Patients	%	Avg Vacce	Total Patients	%	Avg Vacce
TOTAL		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

TOTAL PATIENTS BY PROVIDER

This report is used to list a total number of quarterly patients per provider, and be categorized by County/Parish.

- Click the name of the report to immediately run the report or click the **SCHEDULE** button.
 - If you are scheduling the report, continue to the section titled, "Using the Scheduler."
 - If you are running the report, the report's limitations/selections window appears.

Figure 20-10: Total Patients by Provider

Total Patients by Provider	
Calendar Quarter	<input type="button" value="v"/>
<input type="checkbox"/> County/Parish	--select-- <input type="button" value="v"/>
<input type="button" value="Back"/> <input type="button" value="Reset"/> <input type="button" value="Create Report"/>	

- The fields and their descriptions are listed in the table:

Table 20-6: Total Patients by Provider Field Descriptions

FIELD	DESCRIPTION
CALENDAR QUARTER	Click the drop-down menu arrow to view/select a valid choice.
COUNTY/PARISH	Click the drop-down menu arrow to view/select a valid County or Parish.

- Click one of the available buttons:
 - RESET** – to erase any “newly” made choices and remain on the window.



- **BACK** – returns to the “Management Reports” list of reports without submitting the report.
- **CREATE REPORT** – Displays the report in an additional browser window providing the option to print.

Figure 20-11: Sample Report Not available

GENERAL LOADING AND DEDUPLICATION STATISTICS

This report immediately displays and lists loading information and statistics on the De-duplication process.

1. Click the name of the report to immediately run the report or click the **SCHEDULE** button.
 - If you are scheduling the report, continue to the section titled, “Using the Scheduler.”
 - If you are running the report, the report immediately appears in a separate browser window.

Figure 20-12: General Loading & De-Duplication Statistics Report

General Loading and Deduplication Statistics					
Report Criteria			Report Date: July 28, 2003		
Report Year: 2003					
Statistic	12/31/2002 (YTD)	03/31/2003	06/30/2003	09/30/2003	12/31/2003
Average patients added per day	0	0	95	0	0
Average vaccinations added per day	0	0	2	0	0
Average time to load vaccination record	0	0	224	296	0
Average gateway queries per day	0	0	0	0	0
Average successful queries per day ¹	0	0	0	0	0
Duplicate patient rate	0	0	1	1	1
Average records merged automatically per day	0	0	0	0	0
Average records merged manually per day	0	0	0	0	0

¹ Security module must be enabled to calculate number of queries.

¹ Security module must be enabled to calculate number of queries.

DOSES ADMINISTERED BY ANTIGEN AND AGE

This report lists the total number of doses administered by antigen name and age.

1. Click the name of the report to immediately run the report or click the **SCHEDULE** button.
 - If you are scheduling the report, continue to the section titled, “Using the Scheduler.”



- If you are running the report, the report's limitations/selections window appears.

Figure 20-13: Vaccine Administered Report Limitations

Vaccine Administered Report	
Reporter Information	
Person Completing Report	<input type="text"/>
Phone Number	<input type="text"/>
Limit Report By	
<input type="checkbox"/> Vaccination Date Range	From: <input type="text"/> To: <input type="text"/>
<input type="checkbox"/> IRMS	--select-- <input type="button" value="v"/>
<input type="radio"/> Facility	--select-- <input type="button" value="v"/>
<input checked="" type="radio"/> Do Not Limit	
<input type="checkbox"/> District / Region	<input type="text"/>
VFC Eligibility	
<input type="radio"/> VFC Eligible Vaccinations Only	
<input checked="" type="radio"/> All Vaccinations	
Print Options	
<input checked="" type="radio"/> By Vaccine	
<input type="button" value="Back"/> <input type="button" value="Reset"/> <input type="button" value="Create Report"/>	

- The fields and their descriptions are listed in the table:

Table 20-7: Vaccine Administered Report Field Descriptions

FIELD	DESCRIPTION
REPORTER INFORMATION	
PERSON COMPLETING REPORT	Type the name of the person submitting this report.
PHONE NUMBER	Type the phone number for the person submitting this report.
LIMIT REPORT BY	
VACCINATION DATE RANGE	To limit the report by vaccination date range, type the "FROM" and "TO" dates. The checkbox will automatically be selected.
IRMS / DO NOT LIMIT	To limit the report by IRMS, click the drop-down menu arrow to view/select a valid IRMS. The radio button will automatically be selected. To not limit the report by IRMS, leave the Do Not Limit radio button chosen.
FACILITY / DO NOT	To limit the report by FACILITY, click the drop-down menu arrow to view/select a valid



FIELD	DESCRIPTION
LIMIT	Facility. The radio button will automatically be selected. To not limit the report by Facility, leave the Do Not Limit radio button chosen
DISTRICT/REGION	To limit the report by District or Region, type the name of the District/Region in the field provided. The checkbox will automatically be selected.
VFC ELIGIBILITY	
VFC ELIGIBLE VACCINATIONS ONLY / ALL VACCINATIONS	To limit the report by VFC Eligible Vaccinations, click the radio button; otherwise, leave the ALL VACCINATIONS radio button chosen.
PRINT OPTIONS	
BY VACCINE	Indicates the report will be grouped in order of the vaccine name. This is a default setting and cannot be changed.

3. Type/select the data for the desired fields.
4. Click on one of the available buttons:
 - **RESET** – to erase any "newly" made choices and remain on the same window.
 - **BACK** – to return to the “Management Reports” list window and not submit the report.
 - **CREATE REPORT** – Displays the report in a new browser window providing the option to print. Assuming you clicked **CREATE REPORT**, the report displays similar to the one shown.



Figure 20-14: Vaccine Administered Report Sample

Vaccine Administered Report																
Vaccination Date Range: 01/01/2000 - 01/01/2003																
Facility: All Provider Number: Date Submitted: July 28, 2003 Person completing report: Sherri Smith Phone number: (802)241-1502																
<input type="checkbox"/> Health Department <input type="checkbox"/> Non-Health Department																
Vaccine	Dose #	Months					Years									
		< 3	3-5	6-7	8-11	12-23	2-3	4-6	7-11	12-13	14-18	19-24	25-44	45-64	65+	Total
MMR	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1
	Total	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1
IPV	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	2
	Total	0	1	1	0	0	0	0	0	0	0	0	0	0	0	2
DTaP	1	0	1	1	1	2	0	0	1	0	0	0	0	1	0	7
	Total	0	1	1	1	2	0	0	1	0	0	0	0	1	0	7
Hep B/Hib	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
	Total	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Influenza Nasal Spray	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
	Total	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1

BIRTH STATISTICS

The Birth Statistics report lists total of all births, total with HepB, percentage with HepB, Average Load Time, and total births year-to-date for a specified quarter and year. If you are using the Mapping Module, you may choose to create a map in lieu of a report.

- Click the name of the report to immediately run the report or click the **SCHEDULE** button.
 - If you are scheduling the report, continue to the section titled, "Using the Scheduler."
 - If you are running the report, the report's limitations/selections window appears.

Figure 20-15: Birth Statistics Limitations

Birth Statistics	
View statistics as of	Quarter 1 2003
<input type="button" value="Reset"/> <input type="button" value="Create Map"/> <input type="button" value="Create Report"/>	

- Point and click the drop-down arrow to view a list of **QUARTER/YEAR** choices.
- Click on one of the available buttons:



- **RESET** – to erase any "newly" made choices.
- **BACK** – to return to the “Management Reports” list and not submit the report.
- **CREATE REPORT** – Displays the report in an additional browser window providing the option to print. Assuming you clicked **CREATE REPORT**, the report displays similar to the one shown.

Figure 20-16: Birth Statistics - Sample

Birth Statistics					
Report Criteria			Report Date: July 28, 2003		
Report Year: 2003		Calendar Quarter: 1			
County	Total Births this Quarter	Total with HepB	% with HepB	Average Load Time (Days)	Total Births Year-to-Date
ACADIA	0	0	0	0	0
ALLEN	0	0	0	0	0
ASCENSION	0	0	0	0	0
ASSUMPTION	0	0	0	0	0
AVOUELLES	0	0	0	0	0
BEAUREGARD	0	0	0	0	0
BIENVILLE	0	0	0	0	0
BOSSIER	0	0	0	0	0
CADDO	0	0	0	0	0
CALCASIEU	0	0	0	0	0
CALDWELL	0	0	0	0	0
CAMERON	0	0	0	0	0
CATAHOULA	0	0	0	0	0
CLAIBORNE	0	0	0	0	0
CONCORDIA	0	0	0	0	0
DE SOTO	0	0	0	0	0
EAST BATON ROUGE	0	0	0	0	0
EAST CARROLL	0	0	0	0	0

COVERAGE BY VACCINE

This report is used to view the vaccines that were used within a specific date and/or for a specific birth date.

1. Click the name of the report to immediately run the report or click the **SCHEDULE** button.
 - If you are scheduling the report, continue to the section titled, “Using the Scheduler.”
 - If you are running the report, the report’s limitations/selections window appears.



Figure 20-17: Coverage by Vaccine Limitations

Coverage by Vaccine Report			
<input type="checkbox"/> Vaccination Date Range	From: <input type="text"/>	To: <input type="text"/>	
<input type="checkbox"/> Birth Date Range	From: <input type="text"/>	To: <input type="text"/>	
Select up to twelve vaccines			
--select--	▼	--select--	▼
--select--	▼	--select--	▼
--select--	▼	--select--	▼
--select--	▼	--select--	▼
--select--	▼	--select--	▼
--select--	▼	--select--	▼
View By			
<input type="radio"/> District/Region			
<input type="radio"/> County			
<input checked="" type="radio"/> Zip Code			
<input type="radio"/> Census Tract			
		<input type="button" value="Clear"/>	<input type="button" value="Create Map"/> <input type="button" value="Create Report"/>

- The fields and their descriptions are listed in the table.

Table 20-8: Coverage by Vaccine Report Field Descriptions

FIELD	DESCRIPTION
VACCINATION DATE RANGE	To limit the report by vaccination date range, type the "From" and "To" dates in the fields provided.
BIRTH DATE RANGE	To limit the report by birth date range, type the "From" and "To" dates in the fields provided.
SELECT UP TO TWELVE VACCINES	
SELECT	Click the drop-down menu arrow to view/select a valid choice. You may choose up to twelve vaccines to include on the report.
VIEW BY	
DISTRICT/REGION COUNTY ZIP CODE CENSUS TRACT	This option arranges the report data in order of the "View By" type chosen. Click one of the radio buttons.

- Type/select data for the desired fields.
- Click one of the available buttons:



- **CLEAR** – to erase any newly selected items and remain on the window to make new selections.
- **BACK** – to return to the “Management Reports” list without submitting the report.
- **CREATE REPORT** – to display the report in a new browser window providing the option to print.

Figure 20-18: Coverage by Vaccine Report - Sample

Coverage by Vaccine Report	
Report Criteria	Report Date: July 27, 2004
Vaccination Date Range:	01/01/2000 to 01/01/2004
Birth Date Range:	All
Included Vaccines:	DTaP
View By:	Zip Code
Zip Code	Total Vaccinations
1082	3
11105	4
11720	1
12345	1
13088	3
13208	4
13309	3
13905	1
15090	2
15146	2
15301	3
15401	2
15463	2